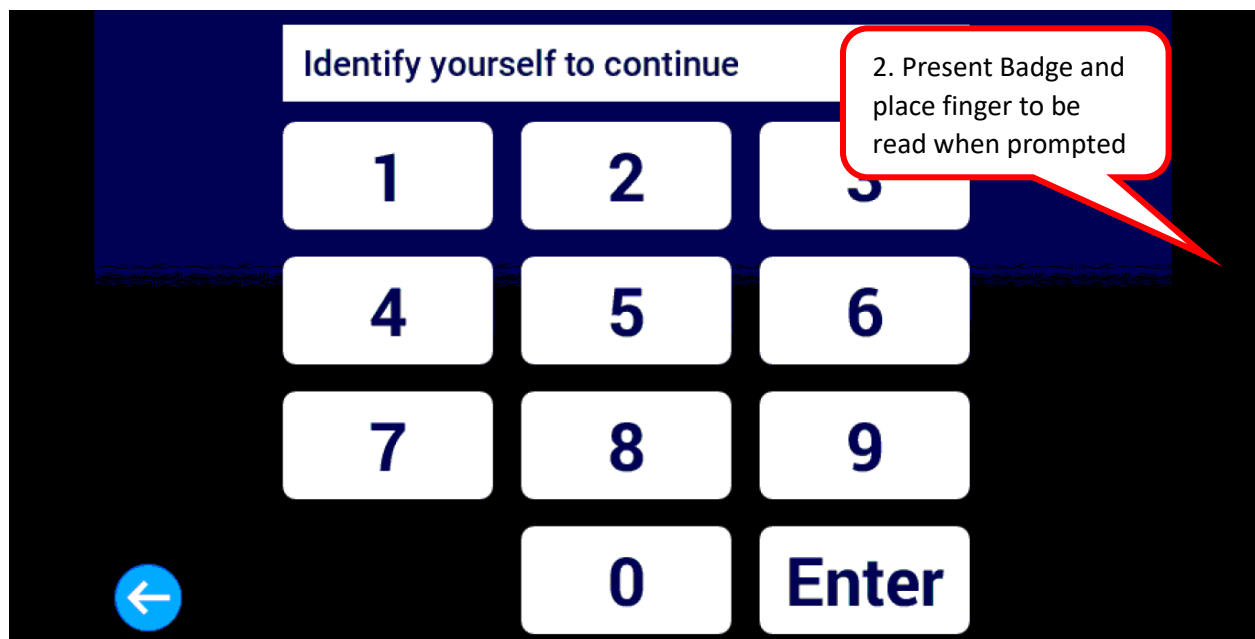
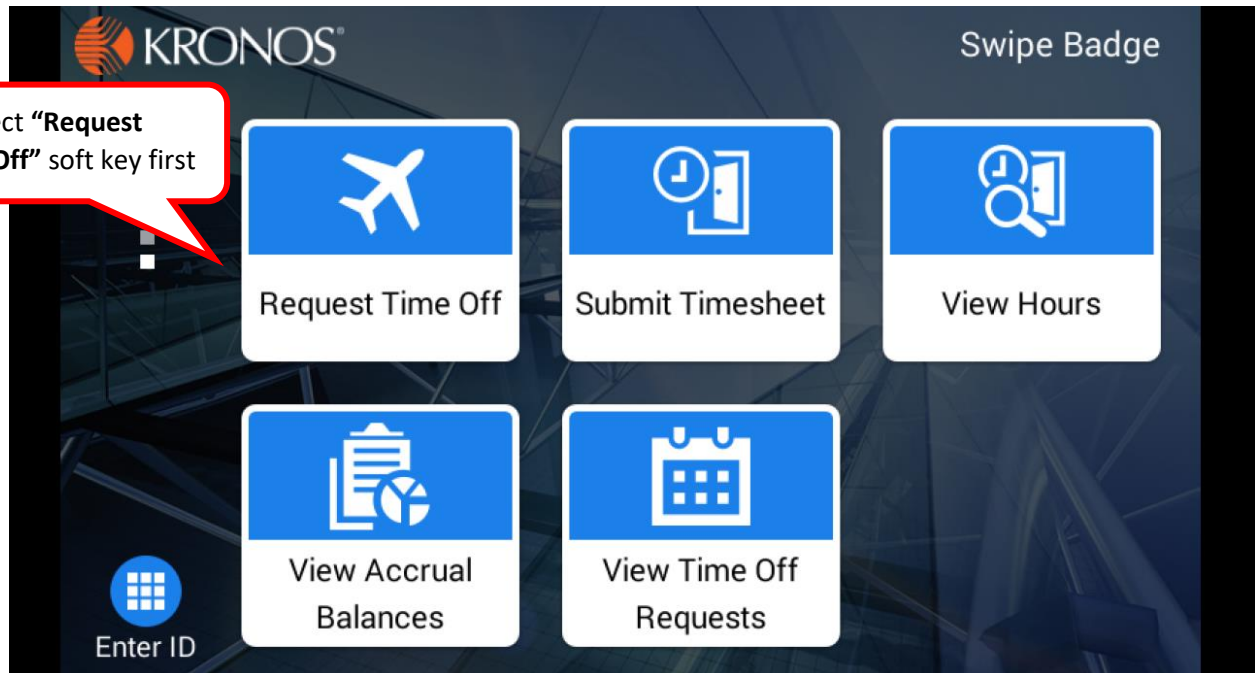


Employee – InTouchDX Clock – Requesting Time Off



Time Off 25 Items

3. Select **Time Off** type



1 - Vacation

2 - Personal

3 - Sick

4 - Jury Duty

4. Click **Select**

 Select 

Request Time Off

5. Verify **Time Off**

Time Off 1 - Vacation ▼

6. Click **Submit**

Submit

Request Type

7. Select **Request Type**

Full Day

Partial Day

Multiple Days

8. Click **Select**



Select

Request Time Off

9. Verify **Request Type**

Request Type Full Day

10. Click **Submit**

Submit

Request Time Off

Date


Comment

11. Select **Date** using calendar

12. Enter **Comment** if needed

13. Click **Submit**

13. Message will appear once request is created.

 **Accepted**

Time Off Request Created: 11/03/2020